



<p>Townsend Council Meeting Minutes March 4, 2020 @ 7:00 pm Townsend Town Hall, 141 Main Street</p>
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7:00 pm - Council Meeting

I. Call to Order – 7:02pm

II. Opening Ceremonies

- a. **Roll Call** – everyone present.
- b. **Pledge of Allegiance**
- c. **Recognition of Visitors** – 6 visitors
- d. **Announcements** – None currently.

III. Additions and Deletions to published Agenda

There were additions added under Mayor report for b & c. P. Miller made a motion to accept these changes as specified, S. Lobdell seconds this motion, a vote is had and passes to accept these changes. P. Miller- Yea, A. Franco – Yea, E. Dugan-Yea, S. Lobdell – Yea.

IV. Approval of Minutes

a. Approval/ Rejection of Council Minutes 02/19/2020

A. Franco makes a motion to approve 2/19/2020 and P. Miller seconds that motion. The motion passed and minutes were approved: P. Miller- Yea, A. Franco – Yea, E. Dugan-Yea, S. Lobdell – Yea.

b. Approval/ Rejection of Council Minutes 01/24/2020

A. Franco makes a motion to approve 2/19/2020 and P. Miller seconds that motion. The motion passed and minutes were approved: P. Miller- Yea, A. Franco – Yea, E. Dugan-Yea, S. Lobdell – Yea.

V. Mayor's Report:

a. Memo of Understanding

State Planning Memo of Understanding summary read by Mayor T. McDonald – A. Franco states that the projects that the mayor just read will then go back to PLUS for further review of the process. We can go forward with our comprehensive plan no matter what the state says. It is duly noted that the process is entered in the consideration of council- The council says yes not a vote but an agreement to implement the Mayor's signature(P. Miller- Yea, A. Franco – Yea, E. Dugan-Yea, S. Lobdell – Yea)have PLUS involved in future procedures concerning annexation and our comprehensive plans (PLUS- Office of State Planning).

b. Explanation of long-term planning 15:11

Skip to Lt. Lloyd due to time constraints. Mayor T. McDonald has been reviewing our Comprehensive plan and long-range plans of the county. The comprehensive plan is 10 years out with a 5-year review. Municipal planning is normally short term and we need a long-term plan. T. McDonald shows a map with parcels around town. TM T. McDonald has put together a plan and would like some ideas on how we can think long term. A property has to be contiguous to be considered for annexation. TM A. Mangeri explains the allocation of resources when looking at the long-term plan that can go up to 30 years. Mayor T. McDonald is open to suggestions and is looking forward to growth and establishing a continuous procedure for a long-term plan. A systematic approach is needed to begin this process. Open floor for 2 minutes.

c. Re-appointment of committees 20:34

New Council Meeting assignments were made due to outside time constraints. CM E. Dugan will be the Co-Chair on Finance and Land Use and the Chair on Public Works. CM A. Franco will be Co-Chair on Community Relations, Chair on National Wildlife, Co-Chair on Public Safety, Co-Chair on Veterans, CM P. Miller will be the Chair on HR, Co-Chair on Parks, Chair on Public Safety, and Chair on Veteran's. CM S. Lobdell is Chair of Community relations, Chair of Land Use, Co-Chair of Public Works, and Chair of Parks. CM T. McDonald will be Co-Chair on Finance and Chair on Planning Commission.

VI. Reports

a. State Police:

Lt. Lloyd reports that there were 29 responses in the month of February, 2 domestic calls, 1 theft of vehicle that was stolen twice. 1 possession wrote 18 violations in Town and 416 in Townsend zip code. Account is through the State police, not the County or private entity.

b. Town Attorney Fred Townsend III: 23:16

• Annexation of Townsend Acres.

F. Townsend references our former charter and ordinances from earlier times within the Town. In the charter of the town there are requirements for annexation and expansion that must be addressed when considering our comprehensive plan. We must hold a public hearing, publish notice of the meeting, and amend our charter accordingly. The annexation must be within our comprehensive plan as well. The Townsend Acres annexation is in our plan and has been sent to the Planning Commission. Since the maps and comprehensive plan are being revised, the only way to annex Townsend Acres is with the process that is described here (above).

Townsend is changing the map with this annexation and the recommendation is to proceed as if you are not making any changes with this property then whatever amendments need to change will be reviewed later. Moving forward with the annexation, there does not need to be a vote until afterword. Running both efforts of annexation and process for updating the ordinance simultaneously prepares for the Town for all scenarios. There have been changes to State laws that should be addressed in our annexation ordinances. Townsend Acres applicant should be made aware which standards apply when they have completed the application for annexation. Discussion will resume when we have the pre-application process.

c. Town Engineer Edwin Van-Otoo: 40:21

• Ongoing Projects.

Edwin VanOtoo discusses the status of sidewalks and LifeHouse Church.

There are some tree roots that may need to be removed during some sidewalk renovations on the west side of the circle. TM A. Mangeri went out there last week and the tree may need to be removed. LifeHouse may need to have a signal but we are holding off until the project is finished. The sidewalk on Gray & Ginn is also addressed as the HOA questioned why there is no sidewalk on the west side. Handler was contacted and this was approved previously. The Pickleball Court is being surveyed by RVE for a base plan to propose a pickleball court. The survey will allow RVE to move forward with a pickleball field. The electrician came out Friday and noted that the electrical is not owned by the Town. Wiggins Mill Road has received some work on the side of the road and in terms of repaving they will wait until the weather breaks, there is also a gas line there that will need to be considered before repaving and modification of the culvert.

d. Town Manager Anthony S. Mangeri: 50:06

e.

- **Discussion of Ordinance to terminate utility fees and transfer cost to municipal taxes.**

Two (2) ordinances were prepared to abolish trash and streetlights by incorporating them into taxes. A recommendation of restructuring the code can be revisited and not in this discussion of the new ordinances; we need to repeal those sections of the code to make sure that we have caught all mention in the schedule and ordinance. This is to begin the process refinement and address outstanding debt. We are moving forward and will discuss this at the next meeting

- **Discussion to explore hiring a part time code official**

Townsend would like to advertise pending consideration. Having a part time code officer would enforce codes and property maintenance. This decision would be cost benefitting to the town and TM A. Mangeri would like to hear opinions. This position has been approved previously and will save the town money. TM A. Mangeri requests council approval to move forward. Council agrees to move forward with advertising, exploring and research.

- **Discuss need for fencing on Finley Street**

There has been an issue with dumping on Finley Street where the old school used to be, the consideration for a fence in this area has led to bids being received – one of a few bids is for a green vinyl covered chain link fence at the street end and it would have an access gate in the middle. This would mitigate some dumping. A motion to pursue the fencing of this street. Motion made and seconded to authorize the fence. Motion passed to go to Kreative Fence - P. Miller- Yea, A. Franco – Yea, E. Dugan-Yea, S. Lobdell – Yea.

- **Update on hiring a U of D fellow**

There will be some additional follow up with University of Delaware concerning hiring a fellow.

- We have a bid for the Municipal Code and TM A. Mangeri is still seeking alternatives however, Municode did the codes previously and this will come up for a vote in the Workshop meeting

VII. Committee Reports 56:12

- a. Finance: Chair Mayor Thomas McDonald – Co-Chair CM Anthony Franco**

Nothing currently

- b. Public Works: Chair CM Edgar Dugan – Co-Chair CM Scott Lobdell**

E. Dugan went to look at county park to make some recommendations for the County Park to make it safe. There is some cleaning that needs to be completed but the equipment is in good shape.

- c. Land Use & Development: Chair CM Scott Lobdell Co-Chair CM Edgar Dugan**

Discuss code update to 2018 which is what the county uses. We currently enforce the ICC codes of 2012 and we will be moving to 2018 due to 2 reasons, the county is in 2018 and the ICC no longer services these codes.

- d. Veterans Committee: Chair CM Patrick Miller – Co-Chair Anthony Franco**

A. Franco the Carry the Load Event is coming up – this is a large walking rally and there is a request to participate however it is not in Townsend. Please check the website carrytheload.com

- e. Public Safety: Chair CM Patrick Miller - Co-Chair CM Anthony Franco**

P. Miller suggests two (2) posts for the mirror on Railroad

f. Community Relations: Chair CM Patrick Miller - Co-Chair CM Antony Franco

A. Franco mentions an additional event of Bike to the Bay coming through in 2 months

g. Parks & Recreation: Chair CM Anthony Franco Co-Chair CM Patrick Miller

Discuss Pickle Ball Tennis Courts and Safety Plan

We need to have a safety plan in place for Spring while the construction is going on during the spring. Possibly we will need security over the weekend.

P. Miller announced the Easter Egg hunt will involve the Immanuel Methodist church and he will have an update at the next meeting.

VIII. Citizens Comments & Participation

Citizen comments:

Baseball netting was mentioned previously, and a citizen brings up concerns about the baseball field being updated. Where is the pickleball field located? Explained.

IX. Adjournment.